Making Remote Work – Work!

Course # BUSPROD005

COURSE OVERVIEW

MODULE #	TITLE	CONTENT
1	Introduction and Course Overview	I. Background to the Training
		II. Glimpse of the Course Content
2	About Me and Analysing the Remote Work Polemic	I. Trainer Background
		II. Understand the Pro's and Con's of Remote Work
3	Preparing for Successful Delivery as a Remote Worker	***I. Overview of Modules 4, 5 and 6***
		II. My Physical Environment - What and How – An Introduction
4	I. My Physical Environment - What and How	I. The Ideal Office Location
		II. Hardware or Tools are Useful for the Remote Worker
		III. Tools can Help Present Well
		IV. Tools and Tips on Health and Well-Being
5	II. Commonly used Applications and Software for Remote Work	Awareness of the most common market-leading applications that make remote work easier to run and manage
6	III. What to Wear as a Remote Worker	Advice on the Most Appropriate Dress Sense for Remote Working
7	The Day-to-Day Run for a Successful Remote Worker	***Overview of Modules 8, 9 and 10***
8	I. How to Succeed as a Remote Worker	I. Work/Life Balance
		II. Stakeholder Management
		III. Career/Self Progression
9	II. Remote Meetings	Vital guidance in relation to preparing for the remote meeting well, delivering par excellence and action steps after the meeting has finished
10	III. Managing Remote Staff	I. Setting Expectations
		II. Staying on Track
		III. Managing Problems
11	Summary and Closure	I. Concise overview of what has been covered as part of this course
		II. Closure
A	Customer Feedback Form	Send us course feedback so that we continue to serve you in the best way
B	Certificate of Completion	Submit form for your custom designed Course Completion Certificate

Musab Qureshi – mail@myonestoptraining.com – WhatsApp : 00 44 7857 709 573

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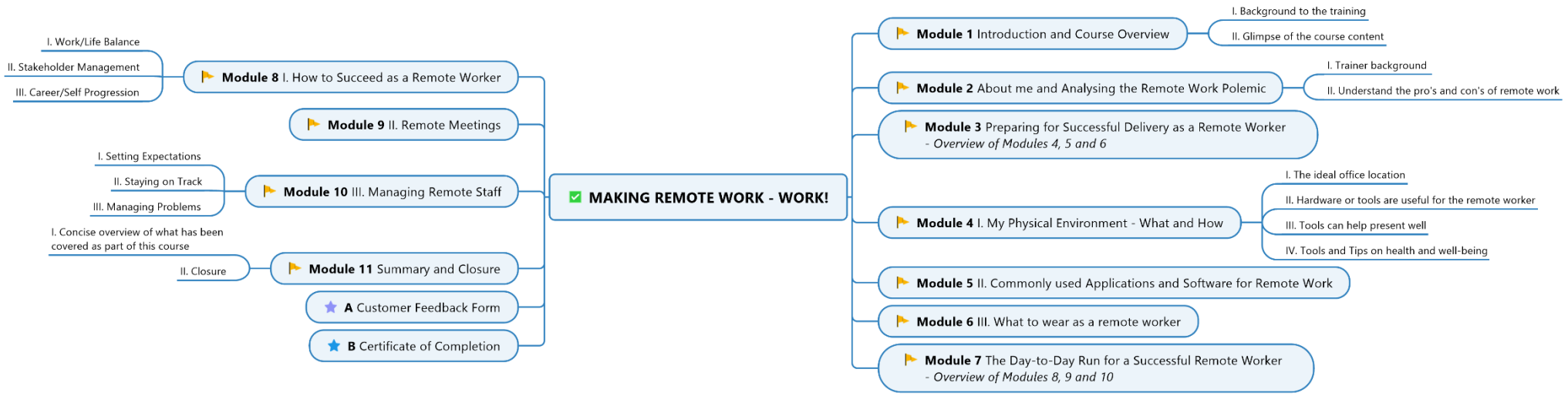
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